

Lone Star State Incident Management Team Standard Operating Guide



TABLE OF CONTENTS

SECTION I – LSSIMT SOG OVERVIEW.....	1
INTRODUCTION	1
LSSIMT PRIORITIES, MISSION, & VISION	2
ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES	3
TEAM MANAGEMENT	3
APPLYING FOR TEAM MEMBERSHIP	4
<i>Team Configuration</i>	4
<i>Length of Assignment</i>	7
<i>Team Member Removal Process</i>	7
SECTION II – LSSIMT MOBILIZATION & DEPLOYMENT PROCEDURES	8
TEAM MOBILIZATION	8
PLANNING CYCLE.....	9
<i>Agency Administrator Briefing</i>	9
<i>Strategy Meeting</i>	9
<i>Command & General Staff Meeting</i>	9
<i>Tactics Meeting</i>	10
<i>Planning Meeting</i>	10
<i>Incident Transition</i>	10
<i>Agency De-briefing/Close-out</i>	10
<i>Team AAR</i>	11
SECTION III – IWI, HEALTH, WELLNESS & EMERGENCIES	12
IWI INTRODUCTION	12
<i>General Procedures</i>	12
<i>Critical Elements</i>	12
IWI FUNCTIONAL ASSIGNMENTS	13
HEALTH & WELLNESS SCREENINGS, & IMMUNIZATIONS	15
EMERGENCY & UNAVAILABILITY NOTIFICATIONS	15
SECTION IV – FUNCTIONAL AREA RESPONSIBILITIES	16
SAFETY.....	16
INFORMATION	16
FINANCE	18
LOGISTICS – LSSIMT TYPE 2.....	20
LOGISTICS – LSSIMT TYPE 3N.....	28
OPERATIONS.....	33
PLANNING SECTION.....	35

Section I - LSSIMT SOG Overview

Introduction

The Lone Star State Incident Management Team (LSSIMT) Standard Operating Guide (SOG) is intended to serve as a guiding document for both the LSSIMT Type 2 and LSSIMT Type 3-N Teams. This document sets forth a set of standardized expectations and responsibilities, agreed upon by the Lone Star State Incident Management Team Coordinating Council (LSSIMTCC) and in response to [Tex. Education Code § 88.122](#) Incident Management Teams, which directs the Texas A&M Forest Service (TFS) to train, maintain, develop, and mobilize Incident Management Teams to provide incident support for state, disaster district, or local jurisdiction operations. As subject to this code, “an incident management team maintained under this section may consist of Texas Forest Service employees and other state, local, and volunteer responders.” The Incident Management Team (IMT) will respond to all-hazards and wildfire environments and will provide operational coordination to jurisdictions in need.

The Hierarchy of Authoritative and guiding documents, related to this document are as follows:

- [National Response Framework](#)
- [National Interagency Mobilization Guide](#)
- [Interagency Standards for Fire & Aviation Operations](#)
- [Advancing the Capabilities of Type-3 IMTs](#)
- [State of Texas Emergency Management Plan](#)
- [State of Texas Firefighting \(ESF-4\) Annex](#)
- Texas A&M Forest Service State Fire Operations Plan
- Lone Star State Incident Management Team Standard Operating Guide
- [Hurricane Response Annex](#)
- Wildfire Response Annex (under development)
- Flood Response Annex (under development)
- SOC/DDEOC Response Annex (under development)



Section I - LSSIMT SOG Overview

LSSIMT Priorities, Mission & Vision

1. Safety

The Team places priority emphasis on the safety of the responders and the public and is committed to caring for all incident personnel. Team members will do what is necessary to ensure that every person assigned to the incident receives support to perform their job safely.

2. Achieve the objectives outlined by the Agency Administrator

The Team will endeavor to accomplish the objectives outlined in the Delegation of Authority/Letter of Expectation by the host unit's designated Agency Administrator in a timely, efficient, and fiscally responsible manner.

3. Provide a leadership climate of Duty, Respect, and Integrity

The Team will treat all incident personnel, cooperators, and public with respect, develop trust through transparency and accountability, and seek opportunities for improvement. Overall, it is our desire to build positive relationships with those we serve.

The **Mission** of the LSSIMTs is to safely, effectively, and efficiently manage all incidents that we are assigned by maintaining a cadre of skilled and productive team members. During each team call out we will strive to successfully complete each mission to achieve our objectives while creating a positive work environment for all personnel whether or not they are existing team members or single resources assigned to our team

The **Vision** is to maintain the LSSIMTs as diverse groups that will integrate and maintain the values of Duty, Respect and Integrity into our mission environment. We are dedicated to encouraging team members and assigned personnel to communicate, coordinate, and cooperate with each other, supporting agencies, and local partners on every assignment.

In order to achieve our vision, we encourage formal and experience-based training assignments for primary, alternate, and trainee members designed to enhance and improve the leadership and technical development of our teams. The implementation of this vision will be demonstrated on all assigned incidents/events for the LSSIMTs.

Team members should remain aware of local, state and national incidents to which we may respond, and be proactively collecting information and make adequate preparations prior to leaving the home units. We will act as wise stewards of the nation's resources, and serve as diplomats for the State of Texas.

Section I - LSSIMT SOG Overview

Organization and Assignment of Responsibilities

LSSIMT Coordinating Council (LSSIMTCC)

This council will provide direction, intent and overall oversight and management of the LSSIMT Type 2 and LSSIMT Type 3-N Teams. The council will also track retention and recruitment mechanisms for team development. The following members represent the LSSIMTCC:

Incident Commander Type 2: Chair

Incident Commander Type 3-N: Vice-Chair

Planning Section Chief Type 2

Planning Section Chief Type 3

Logistics Section Chief Type 2

Logistics Section Chief Type 3

Operations Section Chief Type 2

Operations Section Chief Type 3

[TFS] Assistant Chief – SOC

[TFS] Assistant Chief – Fire Department Programs

[TFS] Chief of Training

[TFS] Planning & Preparedness Dept. Head

[TFS] Business Coordinator AHIMT Program

[TFS] Assistant Chief – All Hazards Response: Primary Coordinator

[TFS] Incident Business Advisor

LSSIMT Type 3-N & Type 2

- These are Interagency teams for extended incidents/events, formed and managed at the State level.
- Agencies represented include, but not limited to: local, state and federal government, and private sectors.
- Deployed as a team to manage major and/or complex incidents/events, requiring a significant number of local, regional, state and possibly federal resources, and incidents that extend into multiple operational periods and require a written IAP.
- In the event that less than a full team is needed, single resources or incident management components can be ordered to fill the mission assignment request.
- May be utilized at incidents, such as a natural disaster, man-made disaster, wildfires, and as requested by the Texas State Operations Center (SOC).
- May initially support or manage larger, more complex incidents, prior to the arrival of, and transfer of command to, a Type 2 or Type 1 IMT, respectfully.
- May be deployed anywhere in the State of Texas or United States, through the TFS, SOC, ESF4, or EMAC Request.

Team Management

The Lone Star State IMTs are developed and maintained through coordinated efforts between the LSSIMTCC, Texas Interagency Coordination Center, the TFS Emergency Operations Center, and the Texas State Operations Center, in order to serve Agency Administrators in the management of complex incidents within their areas of responsibility. The LSSIMTs will apply guidelines set forth in the [Interagency Standards for Fire and Fire Aviation Operations \(Red Book\)](#), [NWCG Wildland Fire Incident Management Field Guide](#), [Texas A&M Forest Service State Fire Operations Plan](#), [Advancing the Capabilities of Type-3 IMTs Document](#) (LSSIMT Type 3-N), and other agency-specific planning documents and policies, in order to assure safe, risk-informed, and effective incident management.

Section I - LSSIMT SOG Overview

Applying for Team Membership

Individuals are welcome to apply for positions for the LSSIMTs, during the open application period. This process will open annually in October and will remain open for 30 days. After receiving appropriate agency approval, follow the application link, fill out the form and upload your most current IQS or Red Card documentation at: <https://ticc.tamu.edu/IncidentResponse/imt/>

Team members are required to reapply annually and applicants are selected in November for the next calendar year. These rosters are approved by the LSSIMTCC and become effective January 1, each year. Rosters will be posted at <https://ticc.tamu.edu/IncidentResponse/imt/> To be considered for Primary or Alternate position, individuals must possess a 'WF' endorsement or must be able to obtain one through the Historical Recognition Process. If an individual has training and experience through all-hazards courses and assignments, but not on fire assignments, they will be placed in the Trainee Category, until they are able to receive a 'WF' endorsement, through the Historical Recognition Process. Team members should inform the IC through their appropriate chain of command of any change to their qualifications that would affect their ability to fill an assigned position, as well as other qualifications that may be of service to the team's mission assignment.

Team Configurations

The LSSIMT Type 2 short and long team will follow the national standards as identified in the [National Interagency Mobilization Guide \(Figure 1\)](#). The LSSIMT Type 3-N will at minimum, meet the position standards outlined in the Interagency Standards for [Interagency Standards for Fire and Fire Aviation Operations \(Red Book\) \(Figure 2\)](#) and the [Advancing the Capabilities of Type-3 IMTs Document \(Figure 3\)](#). The requesting unit Agency Administrator has the authority to increase or decrease the number of ordered positions. TFS/LSSIMT leadership and the requesting unit will negotiate any changes to team configurations. To produce desired results for team successional planning and future incident assignments, the inclusion of IMT trainees will be highly encouraged for deployments. TFS or RIMT members may fill critical vacancy positions, if primary, alternate, or trainee positions are unfulfilled for team orders. Otherwise, TICC may fill these positions upon mobilization through IROC availability.

Section I - LSSIMT SOG Overview

Lone Star State Type 2 Incident Management Team Configuration	
SHORT TEAM (20)	LONG TEAM (26 + 18 Trainees)
INCIDENT COMMANDER	INCIDENT COMMANDER
SAFETY OFFICER	DEPUTY IC
PUBLIC INFORMATION OFFICER	SAFETY OFFICER (2)
LIAISON OFFICER	PUBLIC INFORMATION OFFICER
OPERATIONS SECTION CHIEF (2)	OPERATIONS SECTION CHIEF (2)
DIVISION/GROUP SUPERVISOR (2)	AIR OPERATIONS BRANCH DIR
PLANNING SECTION CHIEF	PLANNING SECTION CHIEF
RESOURCE UNIT LEADER	LOGISTICS SECTION CHIEF
SITUATION UNIT LEADER	FINANCE SECTION CHIEF
GISS	OPERATIONS BRANCH DIRECTOR (2)
ITSS	LIAISON OFFICER
LOGISTICS SECTION CHIEF	FACILITIES UNIT LEADER
FINANCE SECTION CHIEF	SUPPLY UNIT LEADER
TRAINEES (6)	FOOD UNIT LEADER
	COMMUNICATIONS UNIT LEADER
	MEDICAL UNIT LEADER
	GROUND SUPPORT UNIT LEADER
	ORDERING MANAGER
	COMMUNICATIONS TECHNICIAN/INCIDENT COMMUNICATIONS CENTER MANAGER
	RESOURCE UNIT LEADER
	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST
	COMPUTER TECHNICAL SPECIALIST
	SITUATION UNIT LEADER
	FIRE BEHAVIOR ANALYST
	DIVISION/GROUP SUPERVISOR
	AIR SUPPORT GROUP SUPERVISOR
	COST UNIT LEADER
	TIME UNIT LEADER
	PROCUREMENT UNIT LEADER
	DISCRETIONARY POSITIONS
	IMT TRAINEE POSITIONS (6)
	GACC PRIORITY TRAINEES (8)

Figure 1: Lone Star State IMT Type 2 Short and Long Configuration – Positions may vary, depending on needs of assignment. **Bold** indicates NWCG Mob Guide Requirement.

Section I - LSSIMT SOG Overview

Lone Star State Type 3-N Incident Management Team Configuration	
PLANNING MODULE (~ 4)	LONG TEAM (18 + 4 Trainees)
TEAM LEAD	AGENCY REPRESENTATIVE
PLANS (RESL, SITL, PSC)	INCIDENT COMMANDER
PLANS (RESL, SITL, PSC)	LIAISON OFFICER
TECHNICAL SPECIALIST	PUBLIC INFORMATION OFFICER (2)
	SAFETY OFFICER
	OPERATIONS SECTION CHIEF (2)
	DIVISION/TASKFORCE LEADER (2)
	STAGING AREA MANAGER
	PLANNING SECTION CHIEF
	RESOURCE UNIT LEADER
	SITUATION UNIT LEADER/INCIDENT SUPPORT SPECIALIST
	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST
	LOGISTICS SECTION CHIEF
	COMMUNICATIONS UNIT LEADER
	FINANCE SECTION CHIEF/INCIDENT BUSINESS ADVISOR
	TRAINEES (4)

Figure 2: – Lone Star State IMT Type 3-N Configuration - Positions may vary, depending on needs of assignment. **Bold** indicates 3-tier requirement and/or NWCG Mob Guide Requirement.

Type 3-L (Local)	Type 3-R (Regional)	Type 3-N (National)
ICT3 (1)	ICT3 (1)	ICT3 (1)
SOFR (1)	SOFR (1)	SOFR (1)
LOFR (1)	LOFR (1)	LOFR (1)
PIO (1)	PIO (2)	PIO (2)
OSC3 (2)	OSC3 (2)	OSC3 (2)
LSC3 (1)	LSC3 (1)	LSC3 (1)
FSC3	FSC3 (1)	FSC3 (1)
	RESL (1)	RESL (1)
	SITL (1)	SITL (1)
	COML (1)	COML (1)
	STAM (1)	STAM (1)
	Other positions by request and/or negotiation	Other positions by request and/or negotiation

Figure 3: - [Advancing the Capabilities of Type-3 IMTs Document](#)

Section I - LSSIMT SOG Overview

Length of Assignment

TFS, employees will follow the latest guidance in the State Fire Operations Plan. Currently, an **in-state** standard assignment length is 14 days, *inclusive* of travel from and to home unit, with possible extensions identified below.

The standard **out-of-state or federal assignment** length is 14 days, *exclusive* of travel from and to home unit, with possible extensions identified below. An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. Time spent in staging and preposition status counts toward the 14-day limit.

Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance. Assignments may be extended when:

- Life and property are imminently threatened
- Objectives are close to being met
- Replacement resources are unavailable, or have not yet arrived.

For non-TFS employees, see guidance from NMAC on Length of Assignment Clarification in Appendix E or the appropriate RIMT MOA. Texas A&M Forest Service employees should refer to the Management Directed Days Off (10.15) of the TFS Administrative Procedures Manual for in-state activity.

Single Resource/Kind Extensions

When an incident management team is in place, the Section Chief or Incident Commander will identify the need for assignment extension. The Incident Commander will approve the extension using the [NWCG Length of Assignment Extension Form](#) and will obtain the affected resource's concurrence, along with documentation of his/her home unit supervisor's approval. If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment. When an IMT is not in place in-state, the Regional Fire Coordinator/District Forester will coordinate with the appropriate Regional Forester/Assistant Chief Regional Fire Coordinator to determine whether an extension is warranted. If approved, completion of the Length of Assignment Extension Form will be required.

Team Member Removal Process

There will be zero tolerance of any acts of discrimination, drugs or alcohol, sexual harassment or intimidation. Because teams are mobilized to respond to emergencies, it is our policy that no alcohol will be consumed while team members are in pay status, on call or in a base camp situation. The duration of an assignment is ended when we are released to our home unit at the end of 14, 21 or 30 days. Team members are expected to use good judgement while in travel status, R&R, or other off-duty activities to ensure that a professional image of team members and the team is maintained. Possession or use of non-prescription unlawful drugs is not allowed.

A team member may be removed from the team for issues related to performance, conduct, availability, and/or team membership and overall team performance. Team members may also be de-selected for issues related to attitude, initiative, consideration for personnel welfare, physical ability for the job, and/or safety.

The team member would be advised of the shortcomings in writing on the Performance Rating and also orally by the appropriate C&G Staff member and/or IC. The final decision will be made by the Incident Commander after consultation with the appropriate C&G Staff team member.

Section II - LSSIMT Mobilization/Deployment Procedures

Team Mobilization

Team Ordering & Notification Process

There are 4 ways, in which the LSSIMT Type 2 and LSSIMT Type 3-N may be ordered:

- 1.) Through the Texas State Operations Center via State of Texas Assistance Request (STAR) process, in support of a State of Texas All-Hazard Mission Assignment;
- 2.) Through the Texas State Operations Center via EMAC Request, made by another state for All-Hazards or Wildfire response;
- 3.) Through the Texas A&M Forest Service to support wildfire response for the state of Texas;
- 4.) Through the USFS/ESF-4, which may be made through IROC, to support
 - o Another state for fire response
 - o A federal agency for fire response
 - o To support a FEMA Supplemental Response Team (SRT).

In any case, the team will be mobilized, with each individual team member to receive a **Resource Order** that will specify the Order Number, Ordering Agency and sub-unit, and Travel Arrangements, Destination and Departure Time and Date. Table 1 Illustrates deployable resources on the LSSIMT, with regard to different ordering systems and mission assignments:

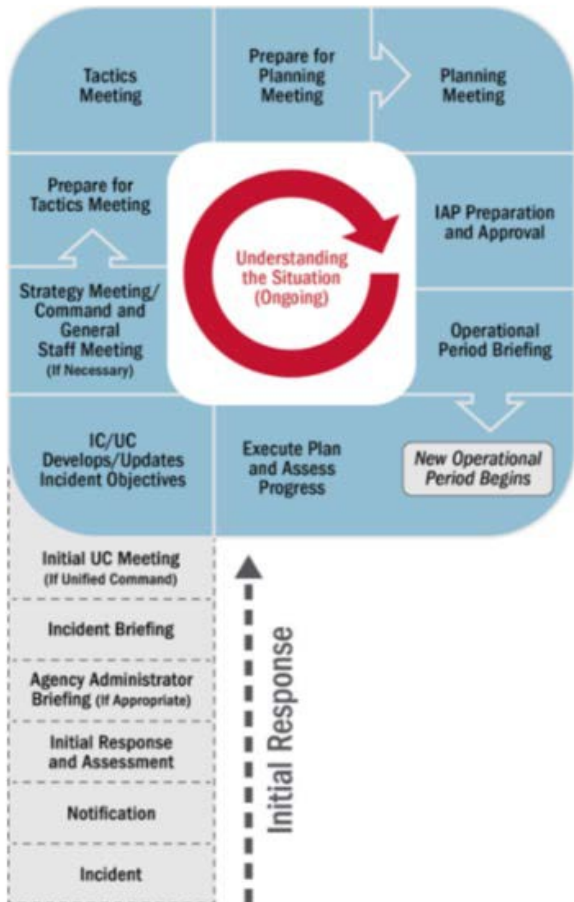
Possible LSSIMT Mission Assignments				
	ESF4 (out-of- state AH or WF)	EMAC (out-of- state AH or WF)	STAR (in-state AH)	Fire Assignment (in- state WF)
TFS (Red Card)	deployable	deployable	deployable	deployable
RIMT (AH)	non-deployable	deployable	deployable	deployable
Federal (Red Card)	deployable	non-deployable	non-deployable	deployable

Table 1: Possible MA with deployable resources

Initial notifications will be made through email and/or phone by TICC/TFS-IMT Coordinator to the team members and coordination will be conducted through the IMT chain of command for specific needs of travel, lodging, accommodation and logistical items to bring. Team Pre-order procedures will be coordinated through the Logistics Section (Pre-order specifics can be found on page 27).

Planning Cycle

Agency Administrator Briefing



All team members on resource orders, particularly C&G, should plan to travel in as timely a manner as possible in order to be present at the team in-briefing. Each C&G member will designate a Unit Leader to represent them if they cannot arrive in time for the in-briefing. Each team member present at in-briefing will use forms such as Appendices D and H in the [Interagency Standards for Fire and Fire Aviation Operations \(Red Book\)](#). If these forms are not applicable, a [Delegation of Authority](#) or [Letter of Expectation](#) should be coordinated with the Agency Administrator and the Incident Commander or their designee, to establish incident priorities and needs, scope of incident complexity, management goals and objectives, and concerns or sensitive areas surrounding incident.

Team members should hold questions until after the briefing when the IC can call on each Section Chief for questions. Keep the question and answer period to a reasonable length. When space or other considerations make entire team attendance impractical, the C&G Staff positions should attend the briefing. When this occurs, the rest of the team should be briefed afterwards by the Plans Chief, their Unit Leader, Section Chief or IC.

Strategy Meeting

Strategy meetings should be held after the administrative briefing to review the [Letter of Expectation](#) (or WFDSS Decision Document if applicable) and/or [Delegation of Authority](#), and to set the strategy and incident objectives. Attendance at the strategy meetings should be the C&G Staff, needed members of each section and Resource Advisor (if assigned to incident). The team will review the strategy, incident objectives (WFDSS Decision Document if applicable) at each planning meeting to ensure that these are still current and applicable. Additional strategy meetings should be held as needed to adjust the strategy according to situational changes.

Command and General (C&G) Staff Meetings

Command and General Staff meetings should be held daily as needed to share information, address safety concerns, and review tactics. All Command and General Staff or their designees should attend. This meeting should be facilitated by the Planning Section Chief. A time limit of one-half hour will be followed for these meetings. Information flow is critical to the effective function of the team. The Chiefs should in turn share the results of the Command and General Staff meetings with their section staff. This is normally scheduled daily at 1200.

Section II - LSSIMT Mobilization/Deployment Procedures

Tactics Meeting

A tactics meeting should be held for each Operational Period to complete the 215 and 215a in preparation for the Planning Meeting. The tactics meeting should be facilitated by the Operations Section Chief or Planning Section Chief and should be attended by Planning Operations, Safety Officer, Logistics Section Chief and others as needed. The entire Command and General Staff is not needed for the tactics meeting.

Planning Meeting

A planning meeting should be held for each operational period. The purpose of this meeting is to approve the plan for the next operational period. The planning meeting should be facilitated by the Planning Section Chief. It should be kept to 30 minutes maximum in length. All Command and General Staff or designated representatives should attend. In addition, the Resource Advisor (if applicable), Resource Unit Leader, Meteorologist, Fire Behavior Analyst, Air Operations Branch Director, and any Agency Representatives may attend as needed. Issues not directly affecting the plan for the next operational period should be addressed in other conversations or in the Command and General Staff meeting.

Incident Transition

Once the Operations Section Chief is projecting accomplishment of the assigned mission, a transition schedule should be prepared far enough in advance to reach the appropriate resource level for incident transition. The schedule will provide for demobilization of all resources not needed by the succeeding incident management organization.

The IC should discuss this schedule, well in advance, with the Agency Administrator to be sure both are comfortable with the proposed schedule and approach. The schedule should be kept flexible. To ensure a smooth transition, the IC and C&G Staff should monitor this period of the incident very closely.

Agency De-briefing/Close-out

As part of the transition schedule, the IC should make arrangements for a debriefing by the hosting agency. If possible, the entire team will attend the debriefing; however, that decision is up to the hosting agency. If only the Command and General Staff attend the de-briefing the Planning Section will be responsible for taking notes so that the information can be shared (either verbally or in writing) with the entire team later.

At the de-briefing, each member of the Command and General Staff should be prepared to give a short summary of the activities of their section, concentrating on things that "went well" and things that "need to improve." It is important that these presentations be kept positive and constructive, in tone. The Planning Section Chief shall have an "Incident/Event Summary and Transition Plan" compiled from Section Chief Reports for the closeout. This plan will contain pertinent information needed by the incoming IMT or organization for continued management of the incident/event. The final incident/event package should be delivered to the hosting agency at the debriefing.

The agency administrator will provide the LSSIMT with a completed [IMT performance evaluation](#) and the PSC will email the completed form to TICC once the team has demobilized. Individual performance evaluations should be completed and sent to TICC and should be coordinated through the Incident Training Specialist (if in place) to ensure Position Task Books and ICS Form 225 is thoroughly completed.

Section II - LSSIMT Mobilization/Deployment Procedures

Team AAR

The ICs will have the PSC schedule and facilitate a team critique after transitioning from the incident(s) and before team members depart for home bases. All team members should attend. This needs to be held in a quiet, private place where the team can let their hair down and talk about specifics - both good and bad.

Section III – IWI, Health & Wellness, & Emergency Procedures

Incident Within an Incident Introduction

An emergency such as a helicopter accident, firefighter entrapment or burnover, camp evacuations, vehicle accident, medical emergency or other unknown emergency condition could occur on any of the wildland fires or all-hazard incidents that we may be assigned. This may result in serious injuries or fatalities, and periods of extreme stress. This is called an “incident within an incident (IWI).”

Assignments may be in remote or severely impacted locations that result in longer than normal response times for local emergency response personnel; therefore, the team is responsible for handling the situation professionally, timely and effectively.

The intent of this plan is to establish a process and protocol to effectively manage an emergency situation (IWI) while continuing to manage the primary incident with minimum distraction.

General Procedures

In the event of an emergency IWI, an on-scene IWI Incident Commander, will be determined or designated by chain of command. On the fireline, this will typically be the appropriate Division/Group Supervisor (DIVS). If DIVS cannot be contacted, the highest qualified operations person or safety officer on scene will assume the role of IWI IC for the emergency and take appropriate action. The IWI IC’s role for emergency IWI’s that occur at incident facilities (i.e. base camp, helibase, ICP) will be handled by the appropriate chain of command.

Critical Element:

The IWI IC will:

- Take charge of the scene and identify/determine who is in charge of assessing and treating the patient.
- Use the [Medical Incident Report](#) (in IRPG) to relay critical information regarding patient assessment, transportation, and resource needs.
- Coordinate the request for transportation and/or other resources based on patient assessment.
- Ensure that information about patient assessment, transportation or other resource needs is transmitted directly to the Incident Command Post Communications unit in order to reduce the time it takes to communicate essential information and to limit the potential for miscommunication.

The Incident Commander, Medical Unit Leader, Safety Officer and Communications unit will be notified promptly. The IC will ensure that all remaining command and general staff are notified.

All incident personnel will, through the communications unit, be instructed by the appropriate chain of command position to clear the designated radio channel for “emergency traffic” related only to the emergency situation. If the chain of command individuals are not available, the highest qualified person on scene will broadcast “emergency radio traffic.” On fireline-specific IWI’s, and if available, the Air Tactical Group Supervisor (“Air Attack”) will be over the incident to ensure clear communications are in effect and will be available as an airborne repeater if needed.

Section III – IWI, Health & Wellness, & Emergency Procedures

Names of the injured or deceased individuals will not be transmitted on the radio. To aid in an investigation, deceased individuals or their personal effects will not be moved except to accomplish rescue work or to protect the health and safety of others. Those directly involved will provide written documentation of their actions. An ICS 214 may be utilized for the initial documentation, but a subsequent narrative will be required.

An After Action Review, or Facilitated Learned Analysis may be conducted after each emergency incident within an incident to determine what went well, any needed improvements, and to provide lessons learned.

IWI Functional Assignments

***When an emergency situation occurs, all Command & General Staff should quickly assess the situation. The following tasks should be accomplished as appropriate*:**

Incident Commander (IC)

1. Ensures implementation and accountability of the Incident Within an Incident Emergency Action Plan.
2. Notifies the Agency Administrator and Geographic Coordination Center as needed.
3. Approves release of all information regarding the emergency.
4. Determines the need for a Critical Incident Stress Debriefing Team (CISM Team). The request will be routed through the Agency Administrator.
5. Determines which outside authorities need be contacted and initiates contact.
6. In the event a public evacuation is needed, the IC will inform the county sheriff and other officials as needed.

Safety Officer (SOF)

1. Coordinates with IWI IC at the scene of the emergency.
2. Initiates investigation or lessons learned reviews and makes recommendation for additional investigation or lessons learned teams as needed.
3. Secures witnesses names and initial statements.
4. Obtains sketches and photos of emergency scene.
5. If indicated, obtain assistance from appropriate Law Enforcement in conducting the initial investigation.
6. Completes the wildland fire entrapment/fatality initial report (NFES 0859) as needed.
7. Develops incident evacuation plan in advance of an emergency in conjunction with the PSC and LSC.

Information Officer (PIO)

1. Prepares and coordinates the release of information in accordance with agency policy and the direction and approval of the IC and Agency Administrator.
2. Provides photographic and video equipment and operators to assist with the investigation as requested.
3. Arranges briefings for incident personnel.

Operation Section Chief (OSC)

1. Implements the Incident Within and Incident Emergency Action Plan. Supervises the Division/Group Supervisor or IWI IC assigned to manage on-scene responsibility of the emergency incident.
2. Identifies nature of incident, number of people involved and their medical condition, location of emergency, and need for transportation and special needs (law enforcement, hazmat, etc).
3. Coordinates air operations as needed.
4. Ensures appropriate IWI organization is put in place to manage the emergency.

Section III – IWI, Health & Wellness, & Emergency Procedures

Air Operations Branch Director (AOBD) *IF Staffed*

1. Inform the appropriate chain of command.
2. Ensure implementation of the helibase crash rescue plan.
3. Coordinates air operations as needed.

Logistics Section Chief (LSC)

1. Orders needed resources for the emergency as requested.
2. Ensure the Communications Unit utilizes the Incident Communication Center Protocol Standard Elements during an emergency IWI.
3. Coordinates security as necessary to protect accident scene.
4. Arranges for damaged vehicle removal as needed.
5. Supervises camp evacuation as needed and ensures evacuation is done calmly and safely.
6. Provides emergency meal, potable water and supplies to personnel at the emergency site, as appropriate.
7. If a fatality has occurred, contacts the appropriate authorities.
8. Develops incident evacuation plan in advance of an emergency in conjunction with the Safety Officer and PSC.
9. Collaborate with local authority and local EMS.

Medical Unit Leader (MEDL)

1. During an emergency IWI, the MEDL will move to the Communications Unit (if possible) to assist on-scene medical personnel.
2. Assist with providing additional emergency personnel.
3. Assist with providing ground transportation as needed.
4. Provides EMT's to stabilize patients and to accompany injured to hospital.
5. Communicate with hospital and ambulance services.

Planning Section Chief (PSC)

1. Develops incident evacuation plan in advance of an emergency in conjunction with the Safety Officer and LSC.
2. Provides resource information, maps and other data as requested and maintains documentation.
3. The [MEDICAL PLAN \(ICS 206 WF\)](#) will be approved at the Planning Meeting for each operational period.
4. The PSC will:
 - ┆ Coordinate with and arrange needs for CISM Team.
 - ┆ Identify and meet personal needs of affected personnel.
 - ┆ Document all post incident activity.
 - ┆ Locate and secure personal effects of injured personnel.

Finance Section Chief (FSC)

1. Coordinates with agency administrative staff.
2. Coordinates Compensation/Claims Unit response.

Section III – IWI, Health & Wellness, & Emergency Procedures

Health & Wellness Screening, & Immunizations

Good health, both physical and mental, as well as preventive wellness practices, ensures that team members are ready for the stressors and potential hazardous work environment of an incident. It shall be the policy of the Lone Star State Incident Management Team to recommend that each member complete an annual wellness screening/physical exam by a licensed healthcare provider, as well as ensuring they are up-to-date with recommended immunizations. Each member will follow their local agency's policy and procedures on compliance with Health/Wellness Screening and Immunizations.

Emergency & Unavailability Notification Procedures

While on an incident with the LSSIMT, if a team member becomes ill or has a reportable accident, that member shall immediately notify their Section Chief/Chain of Command.

Should a member have a family emergency, which will/might require them to demobilize from the incident/event, they shall immediately notify their Section Chief/Chain of Command.

All team members are required to maintain and update their emergency notification information and submit this to their respective Section Chief/Chain-of-Command.

Section IV – Functional Area Responsibilities

Safety

Authority

The Safety Officer has the authority, from the IC, to stop any operation related to the incident which is considered unsafe. The Safety Officer will work under the premise of "evaluation and communication" of safety management concerns and work closely with Section Chiefs and other team members to correct deficiencies. With team members' cooperation, use of the "stop" authority should be unnecessary.

Staffing

On the incident, the Safety Officer will order additional Safety Officers based on size and complexity of the incident with additional adjustment as needed. Safety Officer staffing will also be influenced by communications between the incident Safety Officer and the General Staff to determine their concerns over potential health and safety risks and hazards of the operational incident.

The team travels with a Safety Officer. On most incidents, the optimal staffing would be one Safety Officer for each Division/Group. The Safety Officer should order additional Safety Officers as needed.

Personnel Screening

The Incident Safety Officer will assist Plans and Operations in screening crews for physical condition, illness, etc. This information will be used to help schedule R&R, to determine crew assignments and the order of release, and to make recommendations regarding whether crews should be reassigned to another incident or sent home.

LCES Checklist

The Safety Officer will ensure this checklist is used, displayed, and discussed at all briefings and meetings. Coordinate with Plans and Operations.

Information (PIO)

General

Team philosophy is total accessibility, consistent with line officer's directions, to the media and to the public. The Team will work to make Incident Operations known to the public, media and incident personnel.

Everyone in the incident organization is a Public Information Officer and is expected to participate in telling the "Story." In this organization the Public Information Officer (PIO) is a facilitator whose job is to marry the media and anyone else with the right person (or persons) to get the correct incident information. The Team believes in being safe, efficient, and, most of all, in being responsive to people's needs.

Operations

The team standards for visitors to the fireline/incident location, including media and non-firefighting personnel can be found in [Chapter 7, Safety and Risk Management](#), in the Red Book.

In the Public Eye

A primary incident mission is to inform and appropriately involve the public. Two fires are usually involved -one on the ground and the other in the public's eye. Failure to openly and professionally handle either one will result in what can be a bad experience for the team and hosting unit.

Section IV – Functional Area Responsibilities

Transportation

Secure a vehicle at the first opportunity. Vehicles, and especially 4x4's, are at a premium and often difficult to get at the incident. SUV's are preferred to transport the media and their gear to the fireline.

Communications

Establish communications. Working with Logistics, secure at least two phones if possible...one to call out on and the other to serve incoming calls from the media and the public. It is very important to secure internet connectivity as soon as possible. If there are no phones, set up runners to communicate with the information center.

Release of Information

Work with the Host Agency on the approval and release process for incident information. It is preferable for the Incident Commander as the approving official. This allows the agency Public Information Officer to conduct normal business. The incident PIO should maintain daily contacts with the agency PIO. Daily updates should be provided to media outlets and key contacts on a scheduled basis.

Do not release information to hometown news outlets about team members while they are away from home on a team assignment, without specific permission from the team member.

Affected Parties

Find out who the affected permittees/and owners and other affected parties are and call or visit them. These contacts may be coordinated with the Incident Liaison Officer. Explain your intentions. Paint an honest picture and enlist their help.

Community Relations

Excellent relations with the community are a top priority. Make special efforts in this area. Such things as tours of the base camp by community leaders, town briefings of the incident situation, bulletin boards at the Post Offices and local businesses, and personal contacts of key people by the Public Information Officer may be desirable depending on the situation. Incident PIO should check with the local agency administrator to identify key contacts.

Camp Information

Establish and update camp bulletin boards. Attend all operational period briefings.

Team Interaction

Plan to attend all planning meetings each day or have an alternate there to collect information. Also touch base with the Command and General Staff Officers at least once a day. Find out how they're doing, if they have any good newsworthy information, and arrange interviews with them if appropriate.

Acknowledgements

Prepare letters or certificates of appreciation for people who have really helped the Team, hosting agency or the community. Request that Section Chiefs to provide names and addresses for thank-you cards at least two days prior to the anticipated team departure date. The IC will personally sign each letter or certificate and these should be mailed before the team leaves the incident.

Section IV – Functional Area Responsibilities

Use of Video

Look for and take advantage of opportunities to use video and still photography to help manage information. Post photos and videos to approved internet and social media sites.

Websites and Internet

Include the website address on daily updates sent to the media or posted on community bulletin boards. The internet may also be used to provide digital photos to media outlets and to promote preparedness or prevention messages. Use Inciweb to post incident information and obtain access to local accounts from the agency PIO.

Social Media

Work with the host agency to establish incident social media sites. Encourage the use of incident specific sites to allow for the seamless transition of teams and the host unit. Work closely with operations and the Incident Commander for appropriate release of information via social media sites. Ask incident personnel to forward information to post to the Incident Public Information Officer. Request that any incident personnel who posts information regarding the incident to their own websites to do so responsibly and appropriately.

Finance Section

General

The Finance Section's goal is to manage the incident/event within the given objectives and in a safe and cost-efficient manner, while supporting incident personnel to achieve that goal. This goal should be forefront in decision-making for all aspects of the mission.

Internal Communications

The Finance Section Chief (FSC) must attend all planning meetings and line briefings as well as any special meetings that develop. Be sure to solicit any issues and concerns from the Finance Section Unit Leaders well in advance of each meeting. The briefings are an excellent opportunity to communicate any changes and reminders to line personnel.

Authority

The Finance/Administration Section must fiscally manage the incident, including claims processing, contracting, and administrative functions. They must work closely with all sections to ensure that all costs are documented. So, the FSC must possess good financial and procurement knowledge.

To provide overall administrative and finance services that include resource tracking, filing invoices, as well as financial and cost analysis . Key goals include:

- Staff Finance/Administration Section, as needed.
- Develop incremental and final cost summaries to agency and incident leadership, as needed.
- Work with the LSC to assist the IBA in establishing information for supplies and services contract, as needed.

Section IV – Functional Area Responsibilities

Duties:

- Report to the Incident Commander (or unified command) for situation briefing.
- Brief unit leaders (time, procurement, cost, and compensation/claims) to determine deployment needs and problems.
- Brief agency administration personnel on all incident-related business management issues needing attention and follow up prior to leaving incident.
- Meet with assisting and cooperating agency representatives, as required.
- Attend planning sessions on financial and cost analysis matters.
- Assign clerical staff to sections, where requested.
- Liaise with Logistics Section Chief for assistance in preparation of equipment and service contracts and rentals and with the Planning Section Chief for specialist contracts. All contracts must be routed through the Incident Business Advisor for review.
- Coordinate accounting for food, equipment, wages, accommodations, and travel for response team and auxiliary personnel.
- Prepare financial and administrative status reports. Participate in demobilization planning

The Finance Section Chief will closely coordinate incident finances with the agency's Incident Business Advisor (IBA), and utilize agency business practices and established policies/procedures to ensure cost-effective measures are in place.

Timekeeping

Time reports must be signed by the next higher supervisor. Shift lengths of 12 hours are a target. Justification statements including measures to mitigate fatigue will be prepared for shifts that exceed 16 hours. Compensable meal periods are the exception, not the rule. A meal period of at least 30 minutes must be ordered and taken for each shift of eight hours or more unless the criteria listed in the [Interagency Incident Business Management Handbook](#) (IIBMH) regarding compensable meals are met. (The IIBMH was most recently published in April 2018 and includes the 8-hour statement.) Hours of operation will be posted on bulletin board and at check-in.

Closeout

At the closeout meeting, be honest and fair in the evaluation of the incident as it relates to the Finance Section. Before the closeout contact the IBA or their representative to discuss specifics about the final Finance Package. One to two months after the incident contact the IBA again to see if any challenges arose from the agency review of the Finance Package.

Section IV – Functional Area Responsibilities

Logistics Section – LSSIMT Type 2

General

Following the initial call from the Incident Commander, the Logistics Chief will call the ordering officer and place a pre-order. These items have been deemed necessary by the Command and General Staff as essential regardless of the incident. The Logistics Chief will maintain flexibility, as the pre-order will most likely change with each incident. The Logistics Chief should prepare and update a lodging list with phone numbers to the Section Chiefs and night dispatch daily. The communications unit should establish a communications plan in conjunction with the Planning and Operations Section Chiefs. In addition, the COML should prepare and keep an updated incident landline and cell phone list as soon as possible. This should be distributed to all Section Chiefs and night dispatcher daily if it is not included in the IAP.

Logistics' role and responsibility is to provide service and support to everyone on the incident and ensure they have food, tools and equipment needed to do their jobs. Logistics primary job is to ensure the Operation Section has everything needed for each operational period. Prior to leaving an incident, Logistics will ensure that all remaining resources assigned will be supplied with shelter, food and transportation.

Upon mobilization, Command and General Staff will coordinate with the LSC and/or the SPUL to fine tune the Mobilization Order based upon information learned about the incident. The Logistics Section Chief (LSC) or Supply Unit Leader (SPUL) will call the hosting expanded dispatch and place an order for items on the mobilization checklist that are required. These items have been deemed necessary by the Command & General Staff as essential for most incidents. The LSC will maintain flexibility and reasonableness in working with, and through, the ordering office to tailor all resource orders to meet specific incident needs.

Once IMT members arrive at the incident in-briefing, logistical information will be collected from the local dispatch, FMO, Resource Advisor, and others. The line officer briefing outline will be used by the Logistics Section as a tool for obtaining information.

Immediately after the Agency Administrator's Briefing, orders for additional resources will be submitted on a General Message form ICS-213 and given to the SPUL. The SPUL will then compile these orders and place the Initial Order with expanded dispatch.

The Logistics Section will coordinate with the Operations Section to identify suitable camp locations as soon as possible.

Line Spike and Remote Camps

Line Spike and Remote Camps will be considered whenever there is a lengthy travel time from the fireline back to ICP in order to manage risk of exposure and increase rest for firefighters. Our IMT differentiates between two different types of spike camps:

- Remote camps are semi-permanent camps remotely located from the ICP, and are intended to support a large number of firefighters for several days or more.
- Line spike camps are temporary camp sites typically located in close proximity to where a crew has been working on the fireline. Typically, it is short duration for only one or two crews.

Section IV – Functional Area Responsibilities

Line spike or remote camps will be established by the Operations Section Chief (OSC) to improve work/rest or to mitigate long travel times from the fireline to ICP. Operations will coordinate the establishment of line spike or remote camps with the Logistics Section Chief to ensure the remote camps can be adequately supported with food, water, and supplies.

Depending on availability, a Base Camp Manager will be ordered to manage a remote camp; dependent on the duration of the incident, type of crews in the spike camp, number of spike camps, size, accessibility, etc. Due to the nature of line spike camps, a Base Camp Manager will typically not be needed.

The IMT has developed a Line Spike Supply Order form (See Appendix) to facilitate ordering of food and supplies for line spike camps. Division Supervisors should anticipate any line spike camp needs, and contact Operations as early as possible in the shift to request establishment of a line spike camp. Approval of the line spike camp will be based on concurrence from Safety, Logistics, and the IC.

Technology Equipment

At times, certain IMT members may have access to computers and printers which may be available for Incident use. Additional needs for printers, computers, and copiers will be determined upon arrival as the ICP is being set up. The Plans and Logistics Chiefs will serve as contacts on initial orders for computer and copier needs.

Supply Unit

The Supply Unit will receive the initial order checklists from the other functions after the line officer briefing and will place the initial orders as soon as permission is granted. The Supply Unit Leader or Logistics Chief will negotiate protocols with the hosting dispatch center for the placing of all orders, ordering times and buying team protocols. All resource order requests will be ordered through the Ordering Manager using the General Message Form (ICS 213), with the exception of aircraft resources which are ordered by the AOB. Orders will be placed by 1000 and 2000 hours each day unless otherwise specified.

Ordering Supplies for the Fireline

As the IMT begins the transition with the initial or extended attack forces, filling all line orders will remain the top priority. When ordering equipment or supplies for the fireline, the proper ordering procedure will be established within the first operational period. Fireline orders may be placed through the Communications Unit, directly to Supply via Division Supervisors or through a designated OSC. This process will be discussed at the IMT in-briefing. The IMT has developed a pump /hose-lay Ordering Form (See Appendix) to help facilitate placing of these orders. If not needed until the next shift, the form can be filled out and dropped off at Supply the evening prior. Use of the ordering form has been found to expedite ordering and reduce error. It is preferred that all line/hose-lay orders if possible, be placed the evening before it is needed. As situations arise, this may not be possible and then orders need to be placed immediately and will be processed as such. Orders being delivered to the fire line need to have specific drop point locations noted on the order.

All orders regardless of type, will be placed on general message forms.

Section IV – Functional Area Responsibilities

IMT Ordering & Purchasing During in-sate AH Event

- The IMT has the Authority to Purchase: 1.) **Consumable Office Supplies** (normal IMT ordering procedures required *with an approved 213* - a STAR is not necessarily required), 2.) **Hotels**, and/or 3.) **Meals**.
- If there is no documentation for the purchase, then it will not be reimbursed to the Team.
- There will be (2) sets of documentation (1 for TFS and 1 for TDEM). [1 set for USFS if the Team is ordered through ESF4/IROC.]
- Anything other than what is stated above will need to follow the below steps:
 - Item(s) of request and justification will be written on a 213 and given to the TFS Agency Representative.
 - The TFS Agency Rep will then submit a STAR to TDEM. This will be coordinated through the TDEM commodity distribution cell - if established.
 - TDEM will either approve or deny the request.
 - If approved, a STAR number will be assigned, and the State of Texas will **order and pay** for the resource.
 - TDEM will notify the TFS AREP/Team that it has been ordered and when it will arrive. **The Team only manages and tracks the resource.**

Section IV – Functional Area Responsibilities

Helibase Support Items

Upon arrival of the cache van, tactical supplies on the Helibase Tactical Support list (See Appendix) may be pre-positioned at Helibase. All blivets, bladder bags, and cubees should be filled, and staged at the Helibase, to be readily available for sling load missions to the fireline. The intent of pre-positioning these items is to expedite delivery of supplies to the fireline. Division Supervisors are authorized to order these items directly from the Helibase. The Helibase Manager will monitor the flow of these supplies from helibase to the fireline, and coordinate with the Supply Unit to replace expended items and return items no longer needed.

Damaged accountable items requiring fire replacement need to be brought back to supply. Incident loss/damage property forms must be utilized.

Ordering Personnel

Priority is to fill positions with the most qualified personnel in the most efficient manner. If this can be accomplished best by utilizing “name suggest” and are allowed to name suggest, we will do so following the procedures listed below. For all orders with a name-suggest, the resource will be contacted prior to placing the order and availability, approval from supervisor, and status in IROC confirmed.

The following information must be included with the order-

- Full name of resource
- Position (must be qualified or trainee and in IROC)
- Home unit
- Contact telephone numbers.

Make sure to note on the order that the resource was contacted, is available and has supervisor approval and also if the resource is on the IMT alternate list.

“Name suggests form” will be available from the Ordering Manager and must be filled out correctly.

All orders with the exception of aircraft will be placed through the Supply Unit.

Ground Support Unit

Upon arrival and briefing, the GSUL will prepare an inventory of all vehicles assigned to the incident, ensuring all vehicles and equipment is properly identified. All equipment, agency and contract, should be inspected. Safety, vehicle inspection, and accountability of resources assigned to the unit will be the first priorities.

Crew and tool transport will be organized and signed according to Divisions and Drop Points. Vehicles will be clearly marked with Crew ID and destination. Drivers will be briefed on travel routes and safety issues. Crew transport vehicles will not typically transport tools unless separate tool cages, boxes, or other means of securing tools to prevent injury to personnel is provided. A tool carrier vehicle will normally be assigned for each crew or strike team. Confirmed times and pick up points for crews will be coordinated with Operations Section including Divisions, and confirmed at least two hours prior to shift change.

Section IV – Functional Area Responsibilities

All roads should be checked, signed as needed for hazards, and have drop points clearly marked and accurately located on maps as soon as possible. Provide ICP road map plan, available to be inserted into IAP when needed. Schedule dust abatement and surface maintenance as needed. Coordinate closely with the Resource Advisor on local requirements.

The GSUL will be responsible for close coordination with the National Guard, contract bus drivers, or their transport equipment providers. Staging of other contracted equipment off-shift, or unassigned will be at Ground Support. The GSUL will also coordinate closely with appropriate section chiefs on heavy equipment availability, maintenance, and repair.

Facilities Unit

Upon arrival and briefing, FACL will plan base camp and ICP layout. Coordinate with Finance and obtain any agreements necessary for operations on or adjacent to private land. Keep track of shift tickets on shower and water hauling contractors. Supervise camp crew for set up of various unit facilities. Coordinate closely with section chiefs and unit leaders to assure that all essential functions are operational within 24 hours of IMT arrival. Coordinate day/night shift coverage to accommodate late-arriving personnel. Provide safe, quiet sleeping areas. In addition to the FACL, BCMG and the camp crew will be responsible for camp set up, coordination and support of all units. The primary goal is to have a safe, functional base camp and ICP established within 24 hours of IMT arrival. Local county health inspectors shall be requested to inspect the caterer, showers and potable water sources when necessary. This will be coordinated with SOF. A potable water source, grey water and sewer disposal areas may need to be identified.

Food Unit

The Food Unit Leader upon arrival to the incident will have the responsibility of all food issues to include managing National Contract Caterers, Mobile Kitchen Units, (MKUs) or any other form of “food/meals” required by the incident. The Food Unit Leader will be responsible for supporting any spike camps with hot or cold food and arranging with other Unit Leaders delivery schedules, feeding times and etc. The Food Unit Leader will be responsible for inspecting a National Caterer as per the National Contract; preparing all necessary billing documents.

Communications Unit

Upon arrival and briefing, the COML will establish procedures for communications on the incident, and assess unit staffing needs. IMT members can use Southern Compact. 159.6850 for mobilization with agency owned vehicles. First priority will be maintaining clear, open channels for OPS line functions, and emergency transmissions. The COML will be responsible for the orderly transition of communication logistics from the initial or extended attack frequencies to frequencies assigned to the incident.

Functional duties of the unit will include distribution and tracking of radios; installation of repeaters and other communication links such as fax, computer, radio phones, and other logistics nets. Determinations of telephone and power service needs and availability will be coordinated with the LSC and dispatch. Satellite phone systems

Section IV – Functional Area Responsibilities

will be ordered when the size, location, and expected duration of the incident warrant, and if allowed by host agency. The manner in which this is done (phone or radio) is to be determined by the COML.

Cellular phone capability will be determined at the incident dispatch. Once each unit has an established line, primary incident communications/contacts should go through those lines.

Property: Supply, Communications, and Ground Support Units

In working with contractors and the issue of accountable, durable and consumable goods, we will follow the standard language as written in their contract, which states: “Accountable and durable property will not be loaned or exchanged at the incident.”

The Contractor shall arrive at the incident fully outfitted and prepared to perform under the terms of the agreement. If the resource, upon arrival at the incident or during the course of the incident does not have the required equipment or personal protective equipment, it will be considered noncompliant. The Contractor may be given 24 hours or a timeframe designated by a Government representative to bring the resource into compliance.

The cost of all Consumable Goods shall be deducted from payment to the Contractor. At the Government’s discretion, the Government may provide the following incidental consumables: batteries and replacement headlamp batteries as required while under hire.

Theft and Loss

1. Notify your supervisor or crew chief off the loss or theft who, in turn, will report it to the Safety Officer and Finance Section Chief.
2. You must get a police report for any request for stolen or vandalized items.
3. An IC 213 with all the information (who, what, when, where, why, and how) will be needed.
4. A copy 213 and the police report will be submitted to the Safety Officer. These copies will ultimately be part of the incident documentation.
5. The reported items must be verified that they were securely stored.
6. A copy 213 and the police report will be submitted to ICP Finance (ICPFinance@tfs.tamu.edu) for consideration.

Computer Technical Specialist (CTSP)

Will acquire and manage all team information technology equipment needed. CTSP may be exempted from the in-briefing in order to establish IT support at ICP prior to the Team’s arrival. The CTSP will set up networked computer access in the following priority order:

1. Plans
2. Supply/Ordering

Section IV – Functional Area Responsibilities

3. Information
4. Finance
5. Safety
6. Incident Commander
7. OPS

The CTSP is the Team specialist in establishing and maintaining incident information resource management that conforms to established government policy. The CTSP in coordination with the COML will establish suitable incident Internet connectivity; scan jump drives for viruses prior to use on incident computers; order and track additional IT resources required by the incident. The IMT MIMIT (Mobile Incident Management Information Technology) trailer will be configured with all necessary equipment and remain available for quick deployment. All IMT IT equipment (server, laptops, thin clients, printers and faxes) will be housed in the MIMIT trailer and maintained by the CTSP. The CTSP will monitor bandwidth usage when using satellite-based internet service and be responsible for restricting access as necessary to ensure adequate bandwidth remains available to meet IMTs needs as the first priority. The CTSP will assist setting up and utilizing QR codes on the IAPs and map products as feasible.

Pre-Order

The IC will contact the ordering Agency Line Officer, or representative, as soon as possible after the team is ordered. They will discuss arrival times, pre-orders, line officer briefing and transition period. Once the IC has an agreement with the incident unit, notification will be made with the LSC of the arrangements for pre-ordering. The team standard pre-order is as follows.

LSSIMT Type 2 Pre-Order Team Member Authorizations by Position:

Lone Star State Type 2 Incident Management Team Configuration	
SHORT TEAM (20)	LONG TEAM (26 + 18 Trainees)
INCIDENT COMMANDER	INCIDENT COMMANDER
SAFETY OFFICER	DEPUTY IC
PUBLIC INFORMATION OFFICER	SAFETY OFFICER (2)
LIAISON OFFICER	PUBLIC INFORMATION OFFICER
OPERATIONS SECTION CHIEF (2)	OPERATIONS SECTION CHIEF (2)
DIVISION/GROUP SUPERVISOR (2)	AIR OPERATIONS BRANCH DIR
PLANNING SECTION CHIEF	OPERATIONS BRANCH DIR (2)
RESOURCE UNIT LEADER	DIVISION/GROUP SUPERVISOR (2)
SITUATION UNIT LEADER	PLANNING SECTION CHIEF

Section IV – Functional Area Responsibilities

GISS	RESOURCE UNIT LEADER
CTSS	SITUATION UNIT LEADER
LOGISTICS SECTION CHIEF	GISS
FINANCE SECTION CHIEF	CTSS
TRAINEES (6)	FIRE BEHAVIOR ANALYST
	FINANCE SECTION CHIEF
	COST UNIT LEADER
	TIME UNIT LEADER
	LOGISTICS SECTION CHIEF
	FACILITIES UNIT LEADER
	GROUND SUPPORT UNIT LDR
	ORDERING MANAGER
	PROCUREMENT UNIT LEADER
	TNSP
	IMT TRAINEES (10)
	GACC TRAINEES (8)

LSSIMT Type 2 Pre-Order Team Equipment Authorization by Position:

POSITION	VEHICLE RENTAL	CELLPHONE	Laptop, IPAD, Printer	Camera	GPS	Purchasing Authority
IC, Deputy	SUV	X	X			
LOFR	SUV	X	X	X	X	
PIO	SUV	X	X	X		
OSC, SOFR, SITL, DIVS, OBD	4X4 Vehicle	X	X	X	X	
LSC, GSUL	4X4 Vehicle	X	X	X		X
FSC	SUV	X	X			X
PSC	SUV	X	X	X	X	

Notes on vehicle and electronic equipment orders:

IC contacts primary LSC immediately upon notification of imminent activation and knowledge of destination.

Employees who are authorized a rental vehicle are required to rent vehicles under the U.S. Government Rental Car Agreement. This agreement includes some provisions that aren't covered in a standard rental car agreement and it also addresses insurance and damage liability.

Section IV – Functional Area Responsibilities

LOGISTICS SECTION – LSSIMT TYPE 3-N

This position is responsible for providing facilities, services, and materials in support of the incident. This may include setting up the base camp along with arrangement of food, water, sanitation, sleeping areas, and a first-aid unit. Ordering of resources, accountability of property items and equipment, providing transportation, communications, and security are major functions of this position. It is critical that a workable span of control be established and lower level positions be filled early. They must work closely with the IC, Finance, Operations, Plans, and Dispatch in consolidating/coordinating orders.

LSSIMT Type 3-N Pre-Order Team Member Authorizations by Position:

Lone Star State Type 3-N Incident Management Team Configuration	
PLANNING MODULE	LONG TEAM (14 + 4 Trainees)
TEAM LEAD	INCIDENT COMMANDER
PLANS (RESL, SITL, PSC)	SAFETY OFFICER
PLANS (RESL, SITL, PSC)	PUBLIC INFORMATION OFFICER (2)
TECHNICAL SPECIALIST	LIAISON OFFICER
	OPERATIONS SECTION CHIEF (2)
	PLANNING SECTION CHIEF
	RESOURCE UNIT LEADER
	SITUATION UNIT LEADER
	COML/CTSS
	LOGISTICS SECTION CHIEF
	STAGING AREA MANAGER
	FINANCE SECTION CHIEF
	TRAINEES (4)

LSSIMT Type 3-N Pre-Order Team Equipment Authorization by Position:

POSITION	VEHICLE RENTAL	CELLPHONE	Laptop, IPAD, Printer	Camera	GPS	Purchasing Authority
IC	SUV	X	X			
LOFR	SUV	X	X	X	X	
PIO	SUV	X	X	X		
OSC, SOFR, SITL	4X4 Vehicle	X	X	X	X	
LSC	4X4 Vehicle	X	X	X		X
FSC	SUV	X	X			X
PSC	SUV	X	X	X	X	

Section IV – Functional Area Responsibilities

LSSIMT Logistical Push Package

It is recognized that the Type 3 IMT is a quick-deployable team that is expected to operate in a multitude of environments. The need for an efficient logistical support package is important for the success of the team's mission. The following "push-package" will be ordered on all Type 3-N Missions as the basic support equipment:

<i>ITEM DESCRIPTION</i>	<i>UOM</i>	<i>ON HAND</i>	<i>Used</i>
AA BATTERIES	CASE	1	
BAG, TRASH 33 GALLON	ROLL	1	
CAN, GAS SAFETY 5 GALLON	EACH	1	
CAN, TRASH 33 GALLON	EACH	2	
CHAIRS, FOLDING	EACH	12	
CLAMP, METAL SPRING 2"	EACH	8	
CLEANING, CANNED AIR DUSTER	CAN	0	
CLEANING, CLOROX WIPES	CONT	3	
CLEANING, COMPUTER SCREEN WIPES	CONT	0	
CLEANING, HAND SANITIZER 8OZ BOTTLE	BOTTLE	8	
CLEANING, HEAVY DUTY WIPE-ALLS	BOX	2	
CLEANING, SIMPLE GREEN	BOTTLE	0	
CLIPBOARD STANDARD LETTER SIZE	EACH	3	
CRADLE-POINT ROUTER IN PELICAN BOX	EACH	1	
DISPLAY, DRY ERASE 36"X24"	EACH	2	
DISPLAY, DRY ERASE 36"X48"	EACH	0	
DISPLAY, EASEL STAND ADJUSTABLE HEIGHT	EACH	6	
DISPLAY, LG 29" LCD MONITOR WITH HDMI CABLE	EACH	1	
DISPLAY, POST-IT SUPER STICKY EASEL PAD 25"X30"	PAD	4	
ELECTRIC FAN	EACH	1	
ENVELOPES, DOCUMENT SIZE MAILING	BOX	1	
ENVELOPES, INTEROFFICE MAIL	BOX	1	
EXTENSION CORD, 12GA 100'	EACH	1	
EXTENSION CORD, 18GA 25'	EACH	2	
FOLDERS, FILE 3 TAB MANILA 9.5"X11.6'	BOX	1	
FOLDERS, LETTER SIZE GREEN HANGING FILE	BOX	1	

Section IV – Functional Area Responsibilities

GENERATOR, ADAPTER TO RUN DUAL GENERATORS	EACH	2	
GENERATOR, OIL 10W-30	QUART	2	
GENERATOR, PORTABLE 2300 WATT	EACH	2	
HEADLAMP LED (AA)	EACH	6	
ICS FORMS BOX (10 COPIES EACH FORM IN FOLDERS)	EACH	1	
ID PRINTER, CARD HOLE PUNCH	EACH	1	
ID PRINTER, ID CARDS CR-80	EACH	150	
ID PRINTER, ID LANYARDS	EACH	200	
ID PRINTER, USB DRIVE W/ WIN10 PRINT DRIVERS	EACH	1	
ID PRINTER, ZEBRA 800017-248 COLOR RIBBON	EACH	2	
ID PRINTER, ZEBRA P120i PRINTER	EACH	1	
LABEL MAKER, BROTHER PT-D210	EACH	1	
LABEL MAKER, LABEL TAPE CARTRIDGE 12MM WHITE	EACH	4	
LARGE ICE CHEST	EACH	1	
PRINTER, LASER BLACK AND WHITE BROTHER DCPL5500DN	EACH	1	
PRINTER, LASER COLOR MULTI FUNCTION WIFI CAPABLE	EACH	1	
PRINTER, LASER COLOR TONER CARTRIDGE	EACH	2	
PRINTER, LASER TONER CARTRIDGE BROTHER TN-850	EACH	2	
LED LIGHT WITH STAND	EACH	2	
MRE	CASE	4	
LAMINATING MACHINE, LETTER SIZE WITH SHEETS	EACH	1	
OFFICE SUPPLY, ¾" SCOTCH TAPE	ROLL	2	
OFFICE SUPPLY, DRY ERASE MARKER	EACH	12	
OFFICE SUPPLY, HI-LIGHTERS	BOX	1	
OFFICE SUPPLY, LARGE CAPACITY STAPLER	EACH	0	
OFFICE SUPPLY, LARGE CAPACITY STAPLES	BOX	0	
OFFICE SUPPLY, PENS	BOX	1	
OFFICE SUPPLY, POST-IT NOTES 3"	PAD	6	
OFFICE SUPPLY, PRINTER PAPER 8.5"X11"	REAM	10	
OFFICE SUPPLY, SCISSORS	EACH	1	
OFFICE SUPPLY, SHARPIE BLACK FINE POINT	BOX	0	
OFFICE SUPPLY, SHARPIE BLACK WIDE POINT	BOX	0	

Section IV – Functional Area Responsibilities

OFFICE SUPPLY, STAPLER	EACH	1	
OFFICE SUPPLY, STAPLES	BOX	1	
OFFICE SUPPLY, VIS-A-VIS WET ERASE MARKER	EACH	12	
P-CORD	FEET	100	
PLOTTER, HP 711XL BLACK INK CARTRIDGE	EACH	7	
PLOTTER, HP 711XL CYAN INK CARTRIDGE	EACH	4	
PLOTTER, HP 711XL MAGENTA INK CARTRIDGE	EACH	4	
PLOTTER, HP 711XL YELLOW INK CARTRIDGE	EACH	4	
PLOTTER, HP DESIGNJET T130	EACH	1	
PLOTTER, Q1412B PAPER ROLL 24"X100'	ROLL	4	
POP-UP TENT 10'X10'	EACH	2	
POWER STRIP	EACH	4	
PRINTER USB CABLE 25'	EACH	2	
PRINTER USB CABLE 3'	EACH	2	
PROJECTOR SCREEN	EACH	1	
PROJECTOR WITH HDMI CABLE	EACH	1	
RATCHET STRAP 10'	EACH	8	
SIGN, LAMINATED 24"X36" ICS-215	EACH	1	
SIGN, LAMINATED 24"X36" ICS-215A	EACH	1	
SIGN, LAMINATED 48"X36" ICS-215	EACH	1	
SIGN, LAMINATED 8.5"X11" "FINANCE/ADMINISTRATION"	EACH	0	
SIGN, LAMINATED 8.5"X11" "INCIDENT COMMAND POST"	EACH	0	
SIGN, LAMINATED 8.5"X11" "INCIDENT COMMANDER"	EACH	0	
SIGN, LAMINATED 8.5"X11" "LOGISTICS"	EACH	0	
SIGN, LAMINATED 8.5"X11" "OPERATIONS"	EACH	0	
SIGN, LAMINATED 8.5"X11" "PLANS"	EACH	0	
SIGN, LAMINATED 8.5"X11" "SAFETY"	EACH	0	
SIGN, VINYL 36" ROLL UP WITH STAND "COMMAND POST"	EACH	0	
TABLE, FOLDING 6'	EACH	6	
TAPE, 1" BLUE PAINTERS	ROLL	4	
TAPE, 2" BLUE PAINTERS	ROLL	4	
TAPE, 2" CLEAR PACKING	ROLL	1	

Section IV – Functional Area Responsibilities

TAPE, 2" PINK GAFFERS	ROLL	2	
TAPE, 3" BLACK GAFFERS	ROLL	4	
TAPE, 3" YELLOW GAFFERS	ROLL	4	
TAPE, FLAGGING 1"	ROLL	12	
TOILET, PORTABLE WITH BAGS AND LITTER	EACH	1	
TOILET, PAPER ROLLS	ROLL	12	
TRAILER SUPPORT, 4-WAY LUG WRENCH	EACH	1	
TRAILER SUPPORT, COMBINATION LOCKS	EACH	3	
TRAILER SUPPORT, RECEIVER HITCH WITH 2-5/16 BALL	EACH	1	
TRAILER SUPPORT, SPARE TIRE ST205/75R15	EACH	1	
TRAILER SUPPORT, TONGUE LOCK BRACKET	EACH	1	
TRAILER SUPPORT, TRAFFIC CONES	EACH	12	
USB CHARGING STATION	EACH	1	
WATER, BOTTLED ½ LITER	CASE	4	
WESTERN SHELTER HO-20, BAG A COMPLETE MAIN FRAME	SET	1	
WESTERN SHELTER HO-20, BAG B VINYL ROOF PANEL	PANEL	1	
WESTERN SHELTER HO-20, BAG C COMPLETE WALL SET	SET	1	
WESTERN SHELTER HO-20, BAG D DOUBLE DOOR WS-D46	SET	1	
JACK, FLOOR	EACH	1	
IMPACT, ELECTRIC 1/2" DRIVE WITH SOCKETS	EACH	1	
CUBEES, WATER JUGS, 5 GAL	EACH	5	

*Additionally, the team may request any one or more of the agency's mobile command posts, western shelter tents, shower/bathroom trailer, or other logistical support items.

Section IV – Functional Area Responsibilities

Operations Section

General

Typically, both LSSIMTs rosters two fully qualified Operations Section Chiefs (OSCs) to for incidents. This enables full coverage for 24-hour operations. One of the OSCs will be identified as the “Lead OSC” for the period of the assignment. The lead OSC will set the overall strategy and tactics with input from the other OSCs and the IC.

The role of the “Lead” OSC is to:

- Establish tactics and suppression strategies within Incident Objectives,
- Coordinate suppression operations,
- Ensure implementation of tactical and strategic incident objectives,
- Participate in operational briefings, and
- Coordinate Air Operations.

The role of the Planning OSC is to:

- Facilitate information flow from the OSCs to the Planning Section, i.e., gather field input for the planning meetings,
- Attend all strategy, tactics and planning meetings,
- Provide support and complete assessments as requested by the OSC’s, and
- Coordinate all activities with the Planning Section.

The role of the Division Supervisor is to:

- Implement strategy and tactics assigned in the Incident Action Plan,
- Ensure personnel are briefed concerning safe operations,
- Coordinate his or her Division’s next shift resource needs with the lead OSC,
 - Ensure adequate transportation is provided for resources, in coordination with the Ground Support Unit if necessary,
 - Brief the oncoming shift DIVS and contact the Situation Unit Leader (SITL) to be debriefed and to update maps/records,
 - Ensure that all Operational resources on the division have transportation and are en-route to camp at the end of the shift.

At the discretion of the IC, the OSCs may elect to alternate roles on each assignment. This flexibility is designed to facilitate professional experience requirements associated with the varying demands and opportunities afforded by both day and night operating periods.

Initial Incident Order Checklist

As soon as possible after the Agency Administrator’s briefing, the Operations Section Chief and staff should review and adjust the initial Incident Order to meet expected needs. This order will be based on the best available information. It is vital that this order for crews, overhead, equipment, aircraft, and supplies is completed and put into the system immediately. Operations should retain a copy of what is ordered as documentation and provide a copy to the Logistics or Ordering Manager.

Section IV – Functional Area Responsibilities

Managing Initial Attack Responsibilities

On many incidents, Agency Administrators request that Incident Management Teams accept initial attack (IA) responsibilities. On incidents where IA responsibility is assigned to the team, the Operations Section will develop an Incident Initial Attack Response Plan. Development of the IA Plan should begin after the Agency Administrator's Briefing and be completed within 24 hours. Copies should be distributed to home unit Dispatch, Agency Representative, Command and General Staff, Division Supervisors, Communications Unit Leader, Air Operations Branch, and the Helibase Manager.

Structure Protection

When the team is assigned to incidents involving structures, the Operations Section will initiate a structure protection group. Implementation of this unit should normally trigger consideration of implementing a Unified Command to ensure representation of other jurisdictions, depending upon the complexity of the incident and structural protection needs. Close coordination is required with the Situation Unit in preparation of this plan.

All-Hazard Incidents

When the team is assigned to all risk incidents, the Operations Section will initiate actions to address the need. The initial responsibilities will include:

- Assessment of needs
- Initial resource order

Section IV – Functional Area Responsibilities

Planning Section

Planning Schedule

Having a set schedule and holding to that routine has worked well for the team. There are times when the schedule needs to be adjusted; however, it should be the exception and must be well announced. Schedule notices will be clearly posted in plans and near chow lines. The general schedule will follow the planning cycle identified in Section III. Specific times of meeting and inputs will be determined by the specifics of the incident and should be set by the Planning Section Chief (PSC) with concurrence of the OPS and IC. The PSC or designee will facilitate the operational period briefing, the Command and General Staff Meeting, and the planning meeting.

Meeting times will be established by the Planning Section Chief (PSC), to meet the needs of each incident, based on the operational period set forth by the ICs. If a robust night shift is part of the incident, a separate night shift schedule may be considered. As a General rule, the following is the default incident time schedule:

0600-2000 Operational Period	
	Time
Operational Briefing	600
Command & General Staff (Lunch)	1200
Tactics Meeting	1730
Planning Meeting	1900
Action Plan Inputs Due	2000

For swing shift schedule, meeting times shall be established and posted by the PSC.

It is the responsibility of the PSC to ensure that scheduled times and location of meetings be posted throughout ICP and other key locations, as needed.

Team Documents

The PSC will maintain copies of team documents for incident assignments. Those documents include standard team procedures and tools such as checklists and job aids. The list of documents includes:

- Incident within an Incident Emergency
Action Plan
- Structure Protection Plan
- Team Pre-Order
- Team Phone List
- Visitors to the Incident Plan
- Contingency Planning Guide
- MIST / environmental concerns Guidelines
- Briefing Checklist

Section IV – Functional Area Responsibilities

Check-In Procedure

Check-in and timekeeping should be co-located whenever possible in the early buildup of resources.

Demobilization Scheduling

The Demob Unit Leader will develop a “Demob Plan” as soon as practical after arriving at the incident. Preparation of the plan will be coordinated with the next higher level in the ICS hierarchy (Area Command, TICC, Dispatch, etc.). The plan will be reviewed by all Section Chiefs and approved by the Incident Commander. The plan will establish release priorities, procedures and schedules.

All Section Chiefs should be looking several operational periods ahead in a continuing effort to assess personnel and resource needs. A tentative list of surplus resources assigned should be provided to Plans at least 48 hours prior to those resources being surplus.

Tactics Meeting

The purpose of this meeting is for Operations to share information with Planning, Logistics and Safety on the planned strategy for the next operational period and beyond. This is the time to discuss and document opportunities, problems, coordination, etc. to insure the ICS-215 and 215a can be supported at the planning meeting. The pre-planning meeting must be free from outside distractions to ensure that the operational plan and the elements required to support and implement that plan are discussed and documented.

Participation in pre-planning meetings will be limited to only those individuals necessary to prepare for the next operational period(s).

The staff required at the pre-planning meeting includes the OSC, SOF, RESL and representatives from Logistics including SPUL, GSUL and MEDL, as necessary. At times other representatives of the agency administrator or County Judge should be invited. Other team members or cooperators may attend by invitation, if their presence is critical to pre-planning. The meeting must remain short and concise but also serve to resolve problems before the planning meeting.

The OSC will come to the meeting with the best-known information about proposed actions for the next operational period and significant changes or actions that may affect other functional areas. The ICS-215 or equivalent forms will be developed in preparation for the planning meeting with enough information to be shared with IMT Command and General Staff members and hosting agency staff members to prevent surprises in the Planning Meeting. The SOF and MEDL may start the ICS-215a and ICS-206 at this time.

Planning Meeting

The PSC in coordination with the Operations section will set the incident’s schedule for planning meetings and briefings. The PSC will facilitate incident planning meetings. All members of the Command and General Staff will be present at planning meetings unless the Incident Commander approves their absence in advance. Unit leaders will attend planning meetings, as-needed and determined by their functional unit chief.

Section IV – Functional Area Responsibilities

Meetings will start on time and be short and concise. Incident objectives and strategic operations will be reviewed. The ICS-215 and 215A will be prepared prior to the meeting and displayed with the most current incident map. All unit leaders will be consulted concerning the ability to meet the tactical mission prior to the planning meeting's start.

Planning Meeting Agenda		
PSC	Introduction	Go Over Ground Rules & Agenda
OSC	Update on Ops (current OSC)	Go Over Current Ops and Situation
PSC	Incident Objectives & Priorities Review	Refer to Objectives & Priorities
IC/UC	Confirm Objectives	IC/UC Good with Objectives?
SITL	Weather & Projections	
OSC	Proposed Ops Plan	Use 215 Worksheet
SOF	Mitigation Measures/Safety Plan	Use 215A Worksheet
LSC	Communications, Medical & Supply	
FSC	Information Sharing	
PIO	Information Sharing	
LOFR	Information Sharing	
PSC	Final Confirmation & Support	LSC, FSC, PSC, SOF, & IC
IC/UC	Approval of the Plan - Final Comments	
PSC	Next Meeting & IAP Deadlines	Remind of Next Meeting & IAP Deadlines

Incident Briefings

Incident briefing will be held before each operational period. The Planning Section Chief will facilitate these briefings. Team members will be on time and position themselves up front if required to make a presentation. Briefly provide incident personnel the information needed for that operational period. When firefighters are spiked out and in remote camps briefings will occur over radio and/or in-person.

Operational Period Briefing Agenda		
PSC	Introduction	Go Over Ground Rules & Agenda
OSC	Update on Ops (Current OSC)	Go Over Current Ops & Situation
PSC	Incident Objectives	Refer to Objectives on ICS 202
PSC	Organization (ICS 203)	
SITL	Weather & Projections	
OSC	Ops Plan/Air Ops	Go Over each 204 & Roll Call of Divs/Grp Supv.)
SOF	Safety Plan	Use Safety Message, ICS 208
LSC	Communication & Medical Concerns	
FSC	Financial Concerns	
PIO	PIO Concerns	
LOFR	LOFR Concerns	
IC/US	Closing Comments	
PSC	Adjournment	Division & Breakouts Announced

Section IV – Functional Area Responsibilities

Division/Group Breakouts – Unassigned Resources

The Planning and Operational briefings should be conducted in 30 minutes or less. The objective is to be concise and focused with pertinent discussion. Also, assure the team encourages the OSC to meet with DIVS after the Operational Briefing by posting signs on where the Divisions/Groups meet.

Planning Section Display Best Practices

The Goal of all displays is to create an effective visual of the incident, convey the leader's intent, and frame a common operating picture.

Initial Incident Briefing

PSC will collect incident information from the Agency Administrator/County Judge or Disaster District Chair Briefing; obtain the Delegation of Authority/Letter of Expectations, (on USDA/DOI managed lands a WFDSS* may be used), and list of key contacts (names, phone numbers, etc.).

RESL will collect information on resources assigned to the incident and gather resource orders placed prior to the IMT's arrival on the incident.

SITL will begin to collect incident information (size, location, maps, weather info, expected expansion, ICS 209 and the regional supplement, reporting intervals, types of intelligence gathering in use, access to GIS data, etc.). If IR flights are ordered acquire the services of an IRIN (at incident or remote). The GISS will provide data to the IRIN and use the IRIN's perimeter information for updating incident data.

SITL or FBAN will collect information concerning the characteristics of incident (initial stages, current conditions and predicted behaviors.) Order spot weather forecast unless IMET is ordered or anticipated to be on scene within needed time frame.

***WFDSS Wildfire Decision Support System**

Establishing Units

PSC will place initial section resource orders with the Ordering following the IMT in-brief. PSC will order necessary positions to be able to support incident.

RESL will set up check-in locations and procedures if not in place. If check-in is established, review operation and modify as needed.

Unit leaders will provide input for initial section resource order; set up workspace; order supplies and personnel needed during incident operations beyond the initial section resource order.

DMOB will assess resource needs and communicate with PSC on needs and establish communications with agency responsible for demobilization of incident.

Incident Closeout

PSC is responsible for completing a narrative description of the incident events. Input for the narrative will include a brief synopsis of events from each function. Each Command and General Staff member is responsible for completing their own narrative in Microsoft Word and placing the file in the "Narrative" folder on the network drive by the specified date/time.

Section IV – Functional Area Responsibilities

The PSC will notify Command and General Staff members 48 hours prior to their narratives being due. The narrative must be completed and reproduced on the day prior to the IMT closeout meeting. The PSC will publish the close out agenda and facilitate the close out meeting.

The original documentation from the incident will be packaged and presented to the responsible agency prior to the IMT's departure. Command and General Staff members are responsible for submitting all documentation to the documentation unit DOCL following the Incident Records Management system. The RESL will be responsible for the DOCL, if DOCL is not activated.

Planning Section Chief (PSC)

- The Planning Section will produce professional quality products on time and to defined standards.
- Unit leaders shall manage the unit staffing schedule to provide for work/rest hours adherence of their staff.
- Unit Leaders are managers, not field-going doers. Be strong leaders and supervisors.
- All operational personnel will receive a thorough briefing before going to the field.
- The Planning Section will provide contingency planning by working with the Operations Section as necessary.
- All Planning Section personnel required at meetings will be on time.
- All components to the Incident Action Plan (IAP) will be done on time and will conform to IMT standards.
- ICS-209s (or equivalent) will be completed for PSC and IC review ½ hour prior to when required at the local dispatch center, or State of Texas Situation Reports as required.
- The IC or PSC will be available to review and approve the IAP prior to duplication.
- The Delegation of Authority/Letter of Expectations or WFDSS will be reviewed on a daily basis and may be validated during the planning meeting as appropriate.
- Command and General Staff will file their part of the incident narrative starting two days prior to the close out. The narrative will be written in the third person past tense like a historybook.
- Planning Section will make an attempt to briefly meet once daily, typically at 1300.

Section IV – Functional Area Responsibilities

Situation Unit Leader (SITL)

Mapping products will be completed in accordance with ICS standards and established timelines and will be as accurate as possible.

There may be special mapping needs identified by the AOBD/ATGS to the SITL. In particular, the SITL should be cognizant that maps should be produced that are readable within the cockpit environment.

The SITL is responsible for completion and submission of the ICS-209, Incident Status Summary or appropriate State Situation Report. This form will be approved by the IC and submitted using the FamWeb 209 web site or State web site in accordance with local dispatch (and/or) Area Command submission time frames.

For certain wildland fires, infrared flights may be ordered by the SITL thru the NIROPS web site and the local dispatch as determined necessary by the SITL and/or OSC. (Note: An outstanding order for IR imagery "until further notice" may be placed by the SITL after conferring with the OSC; the SITL should ensure that the order is actually placed each morning by dispatch.) On State Fires PSC may meet with IC to discuss alternative options. These may include working with the State for DPS, Civil Air Patrol or other all-risk resources.

Mapping Products: The priority for map products will be as follows:

The Incident Action Plan (IAP) maps are the highest priority map in the unit. They will use the 1:24k map scale for as long as possible. They will be either 8 X 11" (letter) or larger as available. Geo-referenced all electronic IAP maps and use QR codes on maps when feasible.

The daily briefing map is the next highest priority in the unit. It will be constructed and placed in the briefing area a minimum of 15 minutes prior to the operational period briefing. The IC, OSC, COML and MEDL will be provided copies of the briefing maps when significant changes (e.g. new divisions, new helispots, new drop points) as soon as feasible each day.

Aviation maps (flight hazard, retardant avoidance, dip site, etc.).

The transportation map is the lowest priority map in the unit. It will be constructed at the 1:100k map scales as a general rule, and will show enough general detail to help resources find their way around the incident. Geo-referenced all electronic transportation maps and uses QR codes on maps when feasible.

The letters "H" and "I" will not be used for division identification or on map grids to avoid conflicts with helispot numbering and Branch Identifiers.

All map products will contain the proper information in the legend, including:

- Incident name and number
- Map name
- Date issued
- Map scale
- Map datum
- Coordinate system
- Fire perimeter date/time
- Other Mapping Products: Priorities for these products to be set by the PSC & SITL)
- Aerial imagery maps
- Ownership, vegetation (or fuels) maps
- Public information maps

Section IV – Functional Area Responsibilities

- ICP/Camp Maps
- Signs & Posters

Field Observers (FOBS)

Reports to the SITL who will set work priorities on a daily basis. The FOBS will be required to have a GPS and be able to conduct necessary GPS work on the incident without direct supervision. FOBS will be able to download the information and furnish it to the GIS module of the Situation Unit. FOBS will be told the appropriate datum and coordinate system upon reporting to the Situation Unit. In general, FOBS will not coyote and will be paired up in situations where fire conditions and/or individual experience dictates.

GIS Specialist (GISS)

The GISS is a standard Situation Unit IMT member. When additional GISSs are required, they are supervised by the IMT GISS. The GIS module is responsible for posting GIS data and pertinent maps (.pdf) to required websites daily.

Fire Behavior Analyst (FBAN)

The FBAN works under the direction of the SITL, and is expected to provide specific fire behavior projections by division, for each operational period, and for several days into the future. It is essential for the FBAN to speak in specific terms rather than generalizations. Close coordination and communications with the OSC is critical to the success of the fire behavior section.

Priorities for work are:

- Monitor fire weather and fire behavior for (both from the air and on the fireline and in communication with the IMET) any changes from forecasts and promptly communicate those changes to the OSC and the IMET.
- Development of fire behavior forecasts for each operational period and concise oral presentation of those forecasts at each operational period briefing.
- Daily development of medium range forecasts (3-5 days) depicting fire growth and fire behavior problems.
- Daily validation of forecasts – personally in the field and through debriefing operations section personnel. Following validation, the FBAN will document the validation and refine forecasts based on these in-the-field observations.

Incident Meteorologist (IMET)

This individual will work under direction of the Fire Behavior Analyst. The IMET is expected to make detailed, site-specific forecasts, and work closely with the FBAN. The IMET will monitor satellite radar during times of anticipated severe fire weather events and notify OSC of impending weather changes and dangerous situations. When warranted, the IMET will communicate directly to the fireline situations that shout watch out or require immediate action by fireline supervisors.

Resource Unit Leader (RESL)

- Organize and coordinate efficient check-in of incident resources.
- Supervise status/check-in recorders. When additional SCKNs are required, they are supervised by the IMT SCKN.
- Track assigned resources utilizing I-Suite, T-cards or WebEOC, or WIRES.
- Notify OSC of filled/incoming operational resource

Section IV – Functional Area Responsibilities

- Prepare and distribute the IAP. Post IAP (.pdf) to the password protected web site each evening before retiring if requested. DO NOT use QR codes on IAPs when feasible, unless redacted (cell phones-radio frequencies, critical locations) and approved by the IC.
- Assume duties of DOCL/DMOB until positions are filled.
- Assists Operations in tracking resource assignment length and identifying resource shortages.
- Prepare the resources section of the Incident Status Summary ICS-209 or appropriate State Situation Report before 1600 for the SITL.

204 Guidance

The Incident Commander has requested 204's be standardized in the information provided on Branch 204's. The leader's intent:

“is to bring consistency across the Department (State Incident, or Geographically located) and ensure it meets the Operational needs as well as Ability to support the other IMT Sections (incident functions) needs easily and efficiently.”

The following information will guide the development of 204's:

IRD resources will have designators that follow the national standard for typing, followed by agency assigned unit numbers with the leader, contact info, number of personnel assigned to that unit, and last workday. Additionally, **a place for the Resource Order included.**

Additionally, we referenced the abbreviated Task Force naming convention, utilizing the Home Unit, ETX, and TIFMAS reference when listing resources on the 204, etc. (e.g., SV-DOZ2 9672, SV-TPL4 9670, SV-ENG3 9630) **State/Interagency Strike Teams or Task Force will use the Branch, Resource Type, Sequential Number (example CBTF-1, CBST-1, PBTF-3, WBST-2, etc.)** addressing the Branch needs, State Ops needs, as well as to requirements of the various IMT support functions.

Below is currently the strike teams or task forces working home unit reference by an abbreviated TF location convention, and the ETX and TIFMAS reference used in the past see table below:

An abbreviated TF naming convention will reference IRD/ETX/TIFMAS strike teams or task forces working from the home unit. See table below:

TF Location	Naming Convention
Smithville	SV-TF
Ft Stockton	FS-TF
Fredericksburg	FB-TF
Merkel	MK-TF
McGregor	MG-TF
Lubbock	LB-TF
Amarillo	AM-TF
Childress	CH-TF
Brownwood	BW-TF
Mineral Wells	MW-TF
San Angelo	SA-TF
Burkburnett	BB-TF

Section IV – Functional Area Responsibilities

East Texas Operations		
ETX-OPS	South Region	ETX-SR
ETX-OPS	Central Region	ETX-CR
ETX-OPS	North Region	ETX-NR

TIFMAS Resources		
North Branch	TIFMAS	TFMS-NB-ST1
South Branch	TIFMAS	TFMS-SB-ST1
East Branch	TIFMAS	TFMS-EB-ST1
Central Branch	TIFMAS	TFMS-CB-ST1
Northwest Branch	TIFMAS	TFMS-NWB-ST1
North Branch	TIFMAS	TFMS-NB-ST1
South Central Branch	TIFMAS	TFMS-SCB-ST1
Panhandle Branch	TIFMAS	TFMS-PHB-ST1

Equipment Typing		
Dozers	The typing number should follow the naming. e.g., an Engine could be ENG3 or ENG6	DOZ2
Tractor Plows		TPL4
Motor Grader		GRD
Engines		ENG3
Tactical Tenders		TT1

Section IV – Functional Area Responsibilities

EXAMPLE 204:

6. Resources Assigned this Period						
Strike Team/Task Force/ Single Resource Designator	RO #	Leader / Name / Designator	Phone #	Num. Per	Last Shift	Remarks
ICT3	O-93	Brooks, Michael	875-963-5623	1	8/23	
Smithville Task Force						
Lead SVTF #9601		Curles, Colton ICT4 (t)	512-627-4719	1	Local	
TPL4 SVTF #9694		Ham, Chris TPOP (t)T	512-237-8396	1	Local	
DO22 SVTF #9692		Grauke, Donnie DZIA	979-702-0334	2	Local	
ENG3 SVTF #9693		Decker, Nathan ENGB	979-555-5555	3	Local	
Bastrop IA						
TFLD		Willingham, Steve	979-571-4097			
HEQB	O-275	Wolf, Kelby	903-261-6902	1	8/30	
TPL4 TN-TNSC #8831	E-38	Eggert-Michael, Josh TPOP	423-667-9082	2	8/28	
TPL4 TN-TNSC #2931	E-39	Lemons, Ken DZIA	423-358-3884	2	8/23	
Hutto Strike Team						
STEN FL-LFS	O-227	Jacobson, Robert	810-531-9654	1	9/5	
ENG 6 FL-MIR #4565	E-143	Canada, Trevor ENGB	321-704-8521	2	9/5	
ENG6 AR-AOC #301	E-144	George, Cody ENGB	501-987-6532	3	9/5	
ENG6 SC-CRR #964	E-145	Odegard, Derrick	218-856-3258	3	9/5	

Section IV – Functional Area Responsibilities

Documentation Unit Leader (DOCL)

- Establish documentation box/system using the Wildland Fire Incident Records, Incident Records Management system.
- Establish drop-off location for documents to be filed.
- Make copies of the IAP for the incident.
- IAP distribution:
- Make available prior to Operational Period Briefing.
- Bundle and label package for Air Ops. Each resource (e.g. DIVS, CRWB, ENGB, DOZB, and EMT) should have at least one copy.

Sensitive/Confidential Documents

(Adapted from *IMT Instructions for Managing Incident Records*, NWCG, July 2019)

- Sensitive/confidential documents (marked CONFIDENTIAL) should be handed off to appropriate agency official at closeout.
- Except for the Final Statement of Costs, DO NOT MIX Finance Section (Fiscal) records with other records.
- Sensitive/Confidential Records covered by the Privacy Act of 1974, i.e. personally identifiable information must be protected (to include, but not limited to SS #s, tax ID #s, personal phone numbers/addresses). DO NOT leave in file. Hand off to appropriate agency official on the host unit.
- Human Resource Significant Events and Critical Incident Stress Management (CISM) documentation should be placed in a sealed envelope and delivered to a responsible agency official.
- Original Patient Evaluation (PE) forms should be given to employee to submit to employer. The PE copy retained by the Medical Unit MUST be protected for duration of incident. Post-incident, copies should be destroyed by Medical Unit or the incident agency. DO NOT leave in incident documentation package.
- The IT Support Specialist should organize Electronic Records to mirror the Master Documentation Index. Electronic files should be segregated and handed off to the home unit, NOT intermingled with paper records. It is preferred to file all electronic records on an external hard drive.

GISS Sensitive Material

- (Adapted from *NWCG GISS Workflow, PMS 936-1/ Backup And Sharing*)
- Sensitive data include but are not limited to cultural and archeological resources, and/or sensitive, threatened, and endangered species and/or data subject to the Privacy Act (containing personally

Section IV – Functional Area Responsibilities

identifiable information). These data are usually obtained from the local agency and are returned to the agency at the end of the incident.

- Certain agencies may be more restrictive with sensitive data and even place extreme restrictions on their use. Adhere to agency requests while on the incident.
- A procedural document for the incident may be created in cooperation with the local unit and SITL to ensure the proper handling of sensitive data.
- Remove sensitive data from hardware that leaves the incident.
- The GISS should check with the SITL about how to label sensitive data on incident map products; maps containing these data are for incident operational purposes only and must not be shared or posted to public-facing FTP sites or websites.
- Sensitive data are not retained with the incident archive. Sensitive data should be flagged in some manner, to ensure that they are not shared or archived, or they should be kept in a specific folder, such as \base data\SENSITIVE.
- Some data (e.g., IR data) may be considered sensitive or “For Official Use Only” on incidents where homes and structures are threatened. It is imperative that the GISS communicate with the SITL and/or the PSC and Incident Commander to ensure that only approved information is posted.

Demobilization Unit Leader (DMOB)

- The demobilization process will begin as soon as the IMT arrives.
- Write demobilization plan. Have Command and General Staff review and approve prior to implementation.
- Local agency dispatch responsible for incident (or Area Command if in place), shall review and approve demobilization plan prior to implementation.
- Provide information on “demobing” resources for planning meetings and briefing.
- Correlate data from Sections on proposed excess resources.
- Supervise status/check-in personnel working for unit.
- Use ICS-221 for all demobilizing resources.
- Work with local/expanded dispatch (or Area Command if in place) on release of resources.
- Coordinate with Logistics and Finance sections on time-frames for resources scheduled for demob. If large numbers of resources are to be demobilized in a single day, plan to stagger their release times so as to not overload the equipment and personnel timekeepers.

Training Specialist (TNSP)

- TNSP will meet with trainee and the trainer/evaluator at the beginning and at the end of the trainee’s assignment to make sure training is properly documented and forwarded to the trainee’s home unit.
- TNSP will remain available to meet with trainees during the assignment.
- TNSP will complete all documentation required in support of the TICC or TFS priority trainee program.

Strategic Operational Planner (SOPL)

When assigned, the SOPL will be assumed to be working for the Agency Administrator/County Judge. Their function is to facilitate interaction between the IMT and agency administrator’s staff to develop strategic assessments. The Planning section will host the SOPL and associated technical specialists when required.